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EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

BULLETIN NO. 58-1

August 23, 1957

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Report on operations under Bureau of the Budget Circular
No. A-45 (Rental Policy for Government Quarters)

1. Purpose. This Bulletin provides for a special report to be made to the Bureau of the Budget on operations under Bureau of the Budget Circular No. A-45. The information reported will be used by the Bureau in the preparation of the report to Congress required by section 208 of the General Government Matters Appropriation Act, 1958.

The report is similar to that required last year by Bulletin No. 57-2.

2. Coverage. Reports are required from all departments and agencies which own or operate housing units, either directly or through contractors, and whether or not the units are subject to Circular No. A-45.

3. Information to be submitted. An original and one copy of reports in the form of the attached exhibit 58-1 will be submitted not later than December 20, 1957, together with any explanations required. A separate report is required for each bureau or comparable organization unit. Separate forms are required for (a) housing units for which the Government acts as landlord, and (b) housing supplied by private contractors.

Blank copies of the form may be obtained in limited quantity (up to 60 for each agency) from the Bureau of the Budget Publications Unit, code 146, extension 616. Agencies requiring additional copies should reproduce the form.

PERCIVAL F. BRUNDAGE
Director

Attachment

Document No. [REDACTED]
No Change in Class. <input type="checkbox"/>
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Class. Changed to: TS S C
Next Review Date: _____
Auth.: HB 70-3
Date: _____ By: _____

INSTRUCTIONS FOR THE PREPARATION OF EXHIBIT 58-1

SECTION I

Enter the number of units available for rent and subject to Circular No. A-45 as indicated. Include units used for seasonal occupancy at any time during the year; exclude units not available for occupancy at any time within the year. (Units not available for occupancy should be entered on line F, section II.)

A. If the number of units as of November 1, 1956, is not the same as reported on line C, section I, on exhibit 57-2 a year ago, a reconciliation must be supplied.

B. The net sum of lines B1, 2, 3, and 4 should equal line B. Entries on these lines mean changes in housing available for renting and not in that actually rented. Where transfers to or from other agencies are involved (line B3) a detailed list should be supplied, showing the type of unit, location, and the name of the other agency involved. The other agency should be advised of the information being reported. Show in an explanation the method of disposition of those units appearing on line B4.

C. Enter number of units equipped with stove, refrigerator, etc., as housekeeping type. Nonhousekeeping should include all other, such as bachelor, transient, dormitory, and similar types.

SECTION II

Enter the number of units not subject to the provisions of Circular No. A-45 as of November 1, 1957.

A. "Public quarters" are those to which members of the uniformed services are assigned under 37 U. S. C. 252.

B. "Other quarters in foreign countries" includes all foreign quarters other than those entered in the first column of line A.

C. "Quarters for rent to the public not in support of Government programs" covers those situations where quarters are not reserved particularly for Government personnel or personnel of Government contractors and are therefore made available to the general public. Units rented to the public where "housing is essential to the performance of a Government activity" are subject to the provisions of the Circular, and should be included in Section I, not in the number reported here on line C. Include State or local employees who rent Government-owned quarters.

D. "Quarters for transient employees, official visitors and guests, etc.," includes all quarters provided for transients regardless of whether a charge is made or not.

E. An explanation must be given for any entry on line E, including the legal authority for considering it an exception to the Circular.

F. This line will be used for units not available for occupancy, because they are considered unfit, surplus, etc. The reason for retaining such units must be explained.

G. This line must equal the sum of lines G1 and 2 and also the sum of lines A through F.

An explanation must be given for any large changes from last year's report of items in section II.

SECTION III

Enter the total per annum rates for the units reported in Section I, line C. In the case of seasonal occupancy, use 12 times the monthly rate.

A. Show the total comparable rates before any adjustments were made for housing factors or salary factors as authorized in Circular No. A-45. These adjustments are reflected on line A1, and the adjusted total rates should appear on line A2. Indicate in an explanation what types of adjustments were made, identifying them with the provisions of Circular No. A-45 to the extent feasible.

B. and D. An explanation must be supplied for any entries on lines B and D.

E. The total in the number column will be the sum of lines A \neq B \neq C \neq D, and for the amount column it will be the sum of lines A2 \neq B \neq C \neq D. The number of units shown should equal the total column for Section I, line C.

SECTION IV

Enter the data indicated for units subject to A-45 reappraised since the last report. Previous rates should be actual annual rates after adjustments for housing and salary factors. Changes in rates should be similarly stated. (Circular No. A-45 requires reappraisal of rate schedules at least once every three years.)

SECTION V

Enter the data indicated. Further explanations need not be long, but they should clarify the answers to the questions.

SECTION VI

Provide explanations, reconciliations, detailed listings, etc., as required by the preceding instructions.

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☐ GOVERNMENT LANDLORD

REPORT ON OPERATIONS UNDER BUDGET CIRCULAR NO. A-45

☐ SUPPLIED BY CONTRACTOR

DEPARTMENT _____

BUREAU _____

		CONTINENTAL U. S.	TERRITORIES AND POSSESSIONS	TOTAL	
I. NUMBER OF UNITS SUBJECT TO A-45					
A. NUMBER AS OF NOVEMBER 1, 1956					
B. UNITS ADDED OR SUBTRACTED SINCE NOVEMBER 1, 1956:					
(1) CONSTRUCTION AND OTHER ADDITIONS TO RENTAL HOUSING		()	()	()	
(2) CONVERSIONS, NET (+ or -)		()	()	()	
(3) TRANSFERS TO OR FROM OTHER AGENCIES, NET (+ or -)		()	()	()	
(4) SALES, DEMOLITIONS AND OTHER REMOVALS FROM TOTAL RENTAL HOUSING		()	()	()	
C. TOTAL AS OF NOVEMBER 1, 1957					
(1) HOUSEKEEPING		()	()	()	
(2) NONHOUSEKEEPING		()	()	()	
II. NUMBER OF UNITS NOT SUBJECT TO A-45, AS OF NOVEMBER 1, 1957		FOREIGN COUNTRIES	CONTINENTAL U. S.	TERRITORIES AND POSSESSIONS	TOTAL
A. "PUBLIC QUARTERS" (37 U. S. C. 252)			XXXXXXXXXX	XXXXXXXXXX	
B. OTHER QUARTERS IN FOREIGN COUNTRIES					
C. QUARTERS FOR RENT TO THE PUBLIC, NOT IN SUPPORT OF GOVERNMENT PROGRAMS		XXXXXXXXXX			
D. QUARTERS FOR TRANSIENT EMPLOYEES, OFFICIAL VISITORS AND GUESTS, ETC.		XXXXXXXXXX			
E. OTHER (EXPLAIN)		XXXXXXXXXX			
F. NOT AVAILABLE FOR OCCUPANCY (EXPLAIN)		XXXXXXXXXX			
G. TOTAL UNITS NOT SUBJECT TO A-45:					
(1) HOUSEKEEPING		()	()	()	()
(2) NONHOUSEKEEPING		()	()	()	()
III. SUM OF RATES AS OF NOVEMBER 1, 1957 (FOR SHELTER RENT AND UTILITIES) FOR ALL UNITS SUBJECT TO A-45				NUMBER OF UNITS	AMOUNT
RATES IN CONTINENTAL UNITED STATES	A. WHERE RULE OF COMPARABILITY IS APPLIED - RATES BEFORE ADJUSTMENTS				
	(1) NET ADJUSTMENTS (FOR HOUSING OR SALARY FACTORS)			()	
	(2) ACTUAL RATES CHARGED (A MINUS A1)			XXXXXXXXXX	
RATES IN TERRITORIES	B. WHERE RULE OF COMPARABILITY IS NOT APPLIED				
	C. IN COMPLIANCE WITH A-45				
	D. NOT IN COMPLIANCE WITH A-45				
	E. TOTAL				

IV. RENT CHANGES AND REAPPRAISALS SINCE NOVEMBER 1, 1956, ON UNITS SUBJECT TO A-45	NUMBER OF UNITS	PREVIOUS RATES	CHANGE	NEW RATES
A. RATES INCREASED				
B. RATES DECREASED				
C. REAPPRAISALS WHERE RATES WERE NOT CHANGED			XXXXXXXXXX	
D. TOTAL CHANGES AND REAPPRAISALS				

V. OTHER INFORMATION

A. HOW MANY FEDERAL EMPLOYEES ARE SUPPLIED HOUSING IN CONNECTION WITH THEIR EMPLOYMENT BY STATE, TERRITORIAL, OR LOCAL GOVERNMENTS? (GIVE DETAILS)

B. HAVE THE GAO AUDIT OR INVESTIGATION REPORTS COMMENTED ADVERSELY ON RENTAL OR UTILITY RATES SINCE NOVEMBER 1, 1956? (IF YES, SUMMARIZE BRIEFLY, TELLING WHAT HAS BEEN DONE ABOUT IT.)...

C. HOW MANY UNITS SUBJECT TO A-45 HAVE NOT BEEN APPRAISED OR REAPPRAISED DURING THE PERIOD NOVEMBER 1, 1954, TO DATE? (EXPLAIN BELOW)

VI. EXPLANATIONS (ATTACH ADDITIONAL SHEETS, IF NECESSARY)

FOR INFORMATION CONCERNING THIS REPORT CALL

SIGNATURE

COMPTROLLER

(NAME)

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(AUTHORIZED OFFICER)